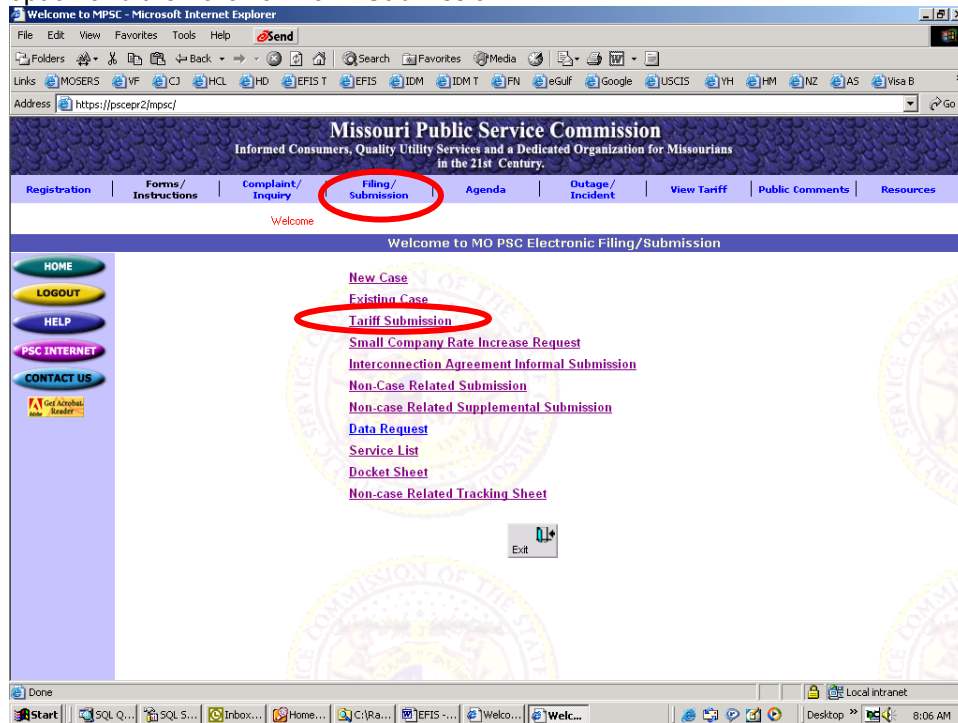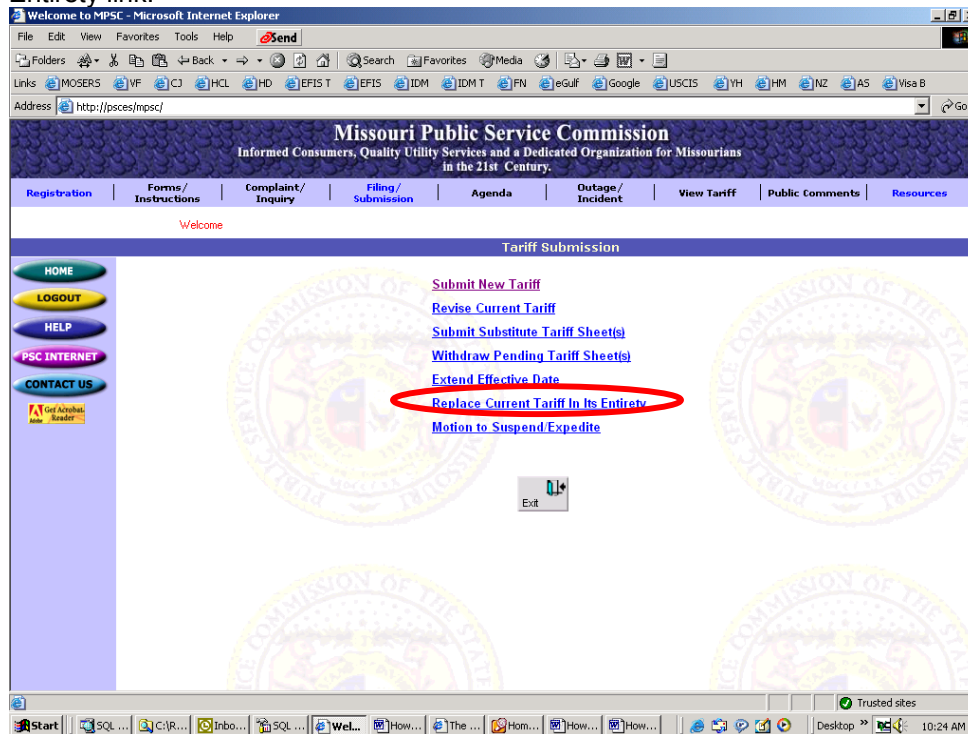# Missouri Public Service Commission
EFIS – How do I replace Current Tariff in its Entirety?

In order to replace current tariff in its entirety, you are required to obtain User ID using How do I get my User ID?. Log on EFIS using How do I log on EFIS?. Click on Filing/Submission menu option and then click on Tariff Submission link.

You will receive following Tariff Submission Menu screen. Click on Replace Current Tariff in its Entirety link.

You will receive following Replace Current Tariff screen.

Note: You may effective tariff(s) in its entirety with a new tariff.

Step 1: Select Utility type

Step 2: Select Company for which you are revising a tariff.
The Drop Down will contain only those Companies for which you are designated as their Contact. If you do not see the company for which you wish to file a tariff, please contact the Company and ask them to add you as their contact.

Step 3: Enter PSC MO No. of Currently Effective Tariff(s) that is to be replaced.

Step 4: Enter new PSC MO No. of new tariff.

Step 5: If this tariff filing is related to an existing Rate Case then enter applicable Case No.
Tariff needs to be filed in case prior to submitting as tariff filing.

Step 7: Enter Purpose of Filing - a brief summary of the proposed changes to the tariff.

Step 6: Enter Cite for Commission Authority, if applicable.

Step 8: Select appropriate Type of Tariff.

Issue Date will be auto populated.

Depending on your Type of Tariff, Calculated Effective Date will be auto populated.

Step 9: Enter Requested Effective Date.
You may use Calendar Control to select a date.
You may request any date that is later than Calculated Effective Date.

Step 10: Click on Continue Button

You will receive following Attachment screen.

Note: You cannot use any special characters (%"&^*#@) in filenames except an underscore or hyphen.

Step 1: Click on the Browse Button to select your document for attaching.

Step 2: Denote Security Level for your document.

Step 3: Click on Attach button.

Step 4: After all of your attachments are made, click on Done With Attach button.

Note: You may make multiple attachments by selecting a document, its security level and then clicking on Attach button.
It is the filer's responsibility to denote correct security level on every document.

If you need to remove an item from the Attachment list, check the Delete Checkbox and then Click on Delete button

The Attachment list contains the Security Level selected for each document.

You will return to Revise Current Tariff screen.

Step 11: Click on Submit button. You will receive warning messages. Depending on your response to those warning, click on either OK or Cancel button.

You may make additional attachment(s) by clicking on Attach button

On successful submission, you will receive a confirmation message.
If you associated your tariff with a case then your message will be similar to
Your submission to YE-2007-0026 has been successfully submitted.
If not, then your message will be similar to
Your submission to JE-2007-0026 has been successfully submitted.